



STATE OF MARYLAND
OFFICE OF THE ATTORNEY GENERAL

Small Procurement – Q&A 1

Applicant Tracking Solution

October 26, 2023

To: Responding Consultants/Vendors

Re: Request for Proposals (RFP) for Applicant Tracking System.

As we receive questions from any of the recipients of the RFP reference above, we will be providing responses in a Questions/Answers format. The responses will be sent to all vendors who have expressed an interest in this RFP.

The following are the responses to the first round of questions:

| Question | Answer |
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| The November 2 nd response date is a quick turnaround. Would you consider moving out the due date? And, since the RFP indicates a November 15 th contract start date, do you already have a vendor in mind for this project? | We are not amendable to moving the due date. November 15 start date is a goal but not a requirement. Contract will start upon review, award, and execution of the contract. There is no vendor in mind for this project. |
| Please provide your number of full and part time employees? | OAG currently has 850 employees but that number is expected to grow. We have about 2 or 3 dozen part time positions; a very small proportion of the total. |
| How many jobs do you have posted at any given time on average? | It can vary, but 10 to 20 is a good estimate. |
| How many hires do you make on average in a year? | It can vary. A good estimate would be 75 to 150. |
| How many onboarding documents on average are in a given onboarding package (e.g., I-9, W-4, etc.)? | 30 documents for onboarding. |
| Please provide a rough estimate of the number of responses to job postings that OAG receives in a year | It is very hard to say because of the variability in the interest certain postings generate. EG – some may have very specific requirements that limit who can apply. My understanding is that since July we have had almost 1000 applicants for our non-legal positions. |
| How many users will be using the system? | Internally, approximately 60 hiring managers and 10 supervisors and administrators. Then the applicants will be very variable. Some of our postings attract ten or less applicants; others can attract hundreds. |
| What access privileges will (hiring managers and systems administrators) receive? | Access privileges <ul style="list-style-type: none">Hiring managers should be able to see submitted applicants and materials pertaining to specific job listings. They should be able to rank candidates and submit recommendations to their supervisors. Hiring |

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| | <p>manager should also be able to assist in the crafting of postings.</p> <ul style="list-style-type: none"> Supervisors should be able to access everything hiring managers see. System administrators should have system-wide access, including all applications, libraries of documents, etc. |
| How many internal candidates do you have that will need access? | This is hard to estimate but we frequently have internal candidates apply to our postings. Our agency is 850 people and growing. A rough estimate would be between 100 and 200 over the course of a year or two. |
| Will the agency host the software if proposed? | This has not been decided. |
| Do you prefer a custom-built solution? | We would like the solution to be implemented as soon as possible. |
| What data analytics software does the agency use? | Currently we use Microsoft Power BI, along with some R and Excel as needed. |
| Do you want the system to integrate into your payroll system (and HRIS if you use one)? If so, what is the name of your provider(s)? Also, May we assume the provider(s) are willing to participate in an integration? | Yes, if possible, but it is not a top priority at initial implementation. We use Workday for HRIS. We have not had those conversations yet. |
| <p>Please clarify the following requirement from the RFP.</p> <p>“Ability to create custom forms, including interview/search committee confidentiality forms.”</p> <ul style="list-style-type: none"> Is this where you are wanting the people who are interviewing the candidates to sign a confidentiality form on a particular position you are trying to fill, or is this something totally different?” | Yes, that is correct. |
| <p>Please clarify the following requirement from the RFP.</p> <p>“Ability to use automated and/or artificial intelligence capability to identify qualified candidates, score applications, parse resumes, or otherwise assist in application review”.</p> <ul style="list-style-type: none"> The application has built-in intelligence to help with the application review by providing scorecards”. Are you wanting to interlace a tool such as ChatGPT or something like it to provide help? | We do not have any technology or solution in mind. We are not seeking to interlace something currently. |
| Is Jobvite not the vendor of choice? | Procurement laws require us to publish an RFP in this situation, meaning we take open bids. This page explains it further: https://procurement.maryland.gov/mpm-3-pre-solicitation/ . Scroll down to Category III. |
| Can we submit a response as well for our sister brand Lever alongside Jobvite? | Yes, that is fine. We are happy to take a response from both. |
| For Project timelines, proposals, and other product requirements can we submit a mix of PDF and PowerPoints? | Sure. There is no set format for the response, so what you describe is acceptable. If you believe what you have already sent is satisfactory you could resend as your response to the RFP. |